

Why is site design necessary?

The importance of site plan design is the relation of proposed site improvements to the contextual setting of the property—topography, access, natural drainage patterns, traffic circulation, orientation, spacing, etc. The site design process is an opportunity for the City and the developer to work together to ensure that a development meets both the design goals of the community and the requirements of the developer. Site design includes the arrangement of uses, buildings and structures, landscaping, lighting, signage, screening, architectural style and color, and other site criteria, all working together to promote a desirable visual environment.

What is a detailed site development plan?

A detailed site development plan is an engineered, detailed drawing of the site improvements and building proposed on a property. This plan ensures proper site design and is approved through legislative action of City Council (CC) following a public hearing process. The purpose of the plan review is to ensure that the proposed development conforms to the regulations and to various site design requirements. Where required on a property, detailed site development plan review is required prior to the issuance of a building permit.

When is a detailed site development plan review required?

A detailed site development plan is required under the following circumstances:

- When construction is on land that has a zoning district classification requiring detailed site development plan review.
- When construction is intended for a use that is permitted by special permit in the zoning district classification.
- When construction is intended for a particular use, and the development standards for that use require detailed site development plan review.
- When the construction proposes a use requiring a change of zoning on land that is occupied by a building(s) or use(s).
- When construction is on land that has a zoning condition requiring detailed site development plan review.



City of El Paso

LAND DEVELOPMENT INFORMATION SERIES

DETAILED SITE DEVELOPMENT PLAN REVIEW PROCESS



Planning, Research, and
Development Department

How do I obtain approval of a detailed site development plan?

Approval of a detailed site development plan may only be granted upon application to the City by the owner of a property, and through a public hearing process. The applicant is encouraged to discuss the application with the staff of the Planning, Research & Development Department. A pre-application conference will include a discussion of the surrounding zoning, land uses, recent zoning trends, adopted development-related zoning policies, and any other relevant factor.

How do I apply for detailed site development plan review?

Submit a completed detailed site development plan review application, with accompanying documentation to the Planning, Research & Development Department. The application must contain an original signature of the owner of the property to be accepted for processing.

What documentation is required to be submitted with a completed and signed application?

- Applicable zoning map sheet identifying the property.
- 8 copies of a detailed site development plan.
- A title, certificate or other proof of ownership.
- City Tax Certificate indicating that no tax delinquencies are due.
- A sealed metes and bounds survey, if applicable.

What is the detailed site development review process?

After acceptance of a completed application, the Planning, Research & Development Department reviews the request, obtains the review and comments from other City departments, schedules the case for public hearing before the City Plan Commission (CPC), obtains a recommendation from the Development Coordinating Committee (DCC), prepares a staff report, and notifies property owners within 300 feet of the proposed development.

CPC holds a public hearing approximately six weeks following the submittal of the application. The staff report is presented, and public input is received. CPC then deliberates its findings and votes to approve, approve with modifications, deny, or postpone the application.

Where a recommendation to approve the application is made by CPC, a resolution will be prepared and forwarded for City Council finalization. The final hearing before CC will take place approximately four to five weeks from the CPC meeting. The staff report of the DCC and CPC is presented, public input is received and CC deliberates its findings and either approves, approves with modifications, denies, or postpones the application. Upon finalization, the Planning, Research & Development Department records the approved plan.

If an application is denied by CPC, the applicant may file an appeal of the denial action to CC within fifteen days of the CPC hearing. Once an appeal is filed, a resolution will be prepared and forwarded to CC for finalization in the same manner described above.

How can I participate in the public hearing process?

During the public hearings before CPC and CC, the applicant and the public will be afforded an opportunity to present their views on the application. In addition, letters and faxes may be sent to the Planning, Research & Development Department regarding any application. Letters should be addressed to *City Plan Commission (c/o Planning, Research & Development Department 2nd Floor, City Hall 2 Civic Center Plaza El Paso TX 79901-1196)* and faxes should be sent to (915) 541-4028. The letter or fax must state the case number, your name and address, and your position.

How long does this process take?

An application, from submission to effective date, takes approximately ten weeks. Any unusual action by CPC, CC or the applicant may postpone an application and increase the processing time.

What is the detailed site development plan review application fee?

Detailed site development plan review application fees are on a graduate scale based on the total acreage shown on an application, and are non-refundable upon payment.

Detailed Site Development Plan Review Process

